



EAST CENTRAL REGIONAL DEVELOPMENT COMMISSION

June 28, 2021 Annual Meeting

Via Zoom®

100 Park Street South

Mora, MN 55051

Commission Members Present:

Gene Anderson – Kanabec County Commissioner
Carolyn Cagle – Chisago Co. Townships
Loren Davis - Isanti Co. Public Interest
Linda Evans - Mille Lacs Co. Public Interest
Richard Hansen - Isanti Co. Townships
Robert Hoefert, Mille Lacs Co. Townships
Jeanette Kester - Pine Co. Public Interest
Tom Lawlor – Chisago Co. Public Interest
Jeremy Miller – Kanabec Co. Municipalities
Scott Moe - Northern School Boards
Ben Montzka - Chisago Co. Commissioner
Dave Patenaude - Kanabec Co. Townships
Genny Reynolds - Mille Lacs Co. Commissioner
Peter Spartz – Pine Co. Municipalities
Kevin Stenson - Chisago Co. Municipalities
JJ Waldhalm, Pine Co. Commissioner
Glen Williamson - Pine Co. Townships

Commission Members Absent:

Bob Bollenbeck - Kanabec Co. Public Interest
Tish Carlson – Isanti Co. Municipalities
Dave Dillan – Mille Lacs Co. Municipalities
Carla Dunkley - Tribal Representative
Carri Levitski – Southern School Boards
Jim Swenson - City of North Branch
Terry Turnquist - Isanti Co. Commissioner

Staff Present:

Bob Voss - Executive Director
Ashely Eckdahl – Community Development
Brenda Hughley - Finance Officer
Karen Onan - Community Development
Trish Rydlund - Office Manager
Penny Simonsen – Transportation
Michelle Thomas – Economic Resiliency Coord.
Jordan Zeller – Economic Development

1. **WELCOME:** Chairman Montzka called the annual meeting of the East Central Regional Development Commission to order at 5:35 p.m. The Pledge of Allegiance was recited.
2. **AGENDA APPROVAL:** Stenson moved to approve the agenda with the addition of item 6.d. “Consider Northwoods & Waters of the St. Croix Resolution”. Hansen seconded - motion carried.
3. **MINUTES APPROVAL:** Hansen moved to approve the minutes of the March 26, 2021 ECRDC Board meeting as presented. Kester seconded- motion carried.
4. **TREASURERS REPORT:** The Board reviewed the April and May 2021 Treasurer's report. Reynolds moved to approve the Treasurer's Report to include the checks written #10938 through #10983 along with ACH payments April 1 through May 31, 2021. Davis seconded - motion carried. General Journals were also reviewed and approved for the period April 1 through May 31, 2021.
6. **PERSONNEL AND BUDGET COMMITTEE (P&B):** The Personnel & Budget Committee met in May to discuss the upcoming budget, work program, and indirect cost plan.
 - a. **PUBLIC HEARING FY2021-2022 BUDGET/WORK PROGRAM/INDIRECT COST PLAN:** Davis moved to open the public hearing at 5:48 p.m. for comments on the FY 2021-2022 Work Program, budget, and indirect cost plan. Hansen seconded – motion carried. Voss provided highlights of the work program, budget and indirect cost plan and fielded questions. Motioned by Hansen to close the public hearing at 5:51 p.m. Evans seconded – motion carried. Moe moved to approve the FY 2021-2022 work program, budget, and indirect cost plan. Williamson seconded – motion carried.
 - b. **DESIGNATE FINANCIAL DEPOSITORY:** Hoefert moved to approve First Citizens Bank as the ECRDC’s financial depository. Hansen seconded – motion carried.

- c. INVENTORY DELETION/ADDITIONS: In anticipation of the annual audit, Lawlor moved to approve the inventory deletions in the amount of \$17,306.59 and additions to the inventory totaling \$7,084.87. Stenson seconded – motion carried.

5. **EXECUTIVE DIRECTOR'S REPORT:** Executive Director Voss provided his report which included the following:

- a. MnDOT Transportation 2-Year Planning Agreement: The 2-year planning agreement with MnDOT provides \$75,000 each year plus our 10% financial match. These funds are used to pay for RDC staff to conduct such things as regional planning activities; assisting with the ATP process; administration of the Transportation Advisory Committee (TAC) and follow-up activities; distribute application materials/solicitation for funding opportunities; disseminating transportation information to local units, updates/changes to functional classification the region roads; and technical assistance for local governments. Williamson moved to approve the MnDOT contract #1046144 2-year planning resolution. Davis seconded – motion carried.
- b. MnDOT Local Human Services Transportation Coordination Study (LHSTCS) Resolution: The LHSTCS enhances transportation access by minimizing duplication of services and facilitating the most appropriate and cost-effective transportation possible with available resources. The purpose of coordination between human services and public transit is to improve transportation services for all, but with special focus on persons with disabilities, older adults, and individuals with low incomes. Evans moved to approve the Local Human Services Transportation Coordination Study Resolution to enter into agreement with MnDOT for up to \$35,000 and to authorize the Executive Director to execute such agreement. Seconded by Moe – motion carried.
- c. MnDOT Scenic Byway Corridor Management Plan Resolution: The ECRDC was informed that we will receive \$18,000 to do a Corridor Management Plan for the Veteran's Evergreen Memorial (VEM) Scenic Byway and an update for the Lake Mille Lacs Scenic Byway (LMLSB). The \$18,000 budget is for both projects and will include \$13,000 to \$15,000 for VEM and the remainder to LMLSB. Motioned by Hansen to approve the Scenic Byway Corridor Management Plan Resolution. Kester seconded – motion carried.
- d. North Woods and Waters of the St. Croix National Heritage Area Resolution: During the April 28, 2021 ECRDC meeting, Marty Harding gave a presentation on a proposed St. Croix National Heritage Area. The St. Croix Watershed covers 2 states, 4 sovereign nations, 7,700 square miles, 18 counties, and 32 sub-watersheds. Economic impact studies have shown that an NHA would help us build our regional economy by using our natural, cultural, and historic heritage as a foundation. Moe motioned to approve a resolution supporting the North Woods and Waters of the St. Croix National Heritage Area designation. Evans seconded – motion carried.

a. **ELECTION OF OFFICERS:**

- i. Chair, Vice-Chair, and Secretary/Treasurer: Due to the COVID-19 and the inability to meet in person to conduct elections for Chair, Vice-chair and Secretary/Treasurer. Nomination forms were sent out and received by mail for the positions. There were two nominations made for Chair, Ben Montzka and Loren Davis; three nominations for Vice-Chair, Loren Davis, Ben Montzka, and Bob Bollenbeck; and one nomination for Treasurer, Genny Reynolds. Election ballots were mailed out for these positions with an opportunity for write-in candidates. Executive Director Voss announced that Ben Montzka was re-elected as Chairman, Loren Davis was re-elected as Vice-chairman, and Genny Reynolds was re-elected as Secretary/Treasurer.
- ii. ECRDC Liaison's to Program Committees: Stenson moved to reappoint the following as ECRDC liaisons: Bob Bollenbeck to the Transportation Advisory Committee; Glen Williamson to the Revolving Loan Fund Board; and Kevin Stenson, Genny Reynolds, Jeanette Kester, Bob Bollenbeck, and Carrie Levitski to the East Central Regional Transportation Coordinating Council. Evans seconded – motion carried

- iii. **Personnel & Budget Committee:** ECRDC Board Members caucused with their respective counties prior to the meeting.
 - Chisago County: Stenson moved to appoint Tom Lawlor to the P&B. Montzka seconded – motion carried.
 - Isanti County: Davis moved to appoint Richard Hansen to the P&B. Lawlor seconded – motion carried.
 - Kanabec County: Moe moved to appoint Dave Patenaude to the P&B. Anderson seconded – motion carried.
 - Mille Lacs County: Evans moved to appoint Robert Hoefert to the P&B. Reynolds seconded – motion carried.
 - Pine County: Stenson moved to appoint Glen Williamson to the P&B. Lawlor seconded – motion carried.

- 6. **ECONOMIC DEVELOPMENT UPDATE:** Jordan Zeller brought forth the following recommendations:
 - a. **Appointment to Revolving Loan Fund Board:** RLF Board Member Brad Larson submitted his resignation this spring with his retirement as a lender at Members Coop Credit Union. Mr. Larson’s Board seat was one of two on the RLF Board representing Chisago County. One letter of application was received from Derek Zeiler after properly advertising/posting for the position. Stenson moved to approve Derek Zeiler to the RLF Board. Seconded by Hoefert – motion carried.
 - b. **RLF Board Reappointments:** Five RLF Board members have their two-year terms expiring at the end of June, and all have said they would accept another two-year reappointment to the RLF Board: Nancy Hoffman – RLF Board Chair (Chisago County), Bill Hill, Jr (Mille Lacs County), Kevin Hofstad (Pine County), John Mikrot, Jr. (Pine County) and Bruce Montgomery (Isanti County). Stenson moved to reappoint the five members to the RLF Board. Moe seconded – motion carried.
 - c. **ECRDC “Historic” Revolving Loan Fund Plan:** With our “Historic” RLF being “defederalized”, largely revolving around the elimination of reporting requirements to the Federal EDA, the RLF Board discussed updates to this “Historic” RLF’s “RLF Plan” – the guidelines that we operate the plan by, at the June 16th RLF Board Meeting. Motioned by Kester to approve the “Historic” Revolving Loan Fund Plan. Davis seconded – motion carried.

7. **ECONOMIC RESILIENCY UPDATE:** Michelle Thomas reported on the following items:

- a. **COVID RLF Loan Update:** At this time the Covid RLF has loaned out \$383,500 with \$116,450 remaining to loan out. Below is a recap of current COVID RLF loans:

Glockenspiel/Deutschland Meats (Lindstrom)	\$ 25,000	Veritas Academy (Chisago City)	\$ 40,000
Dunham Run Bar & Grill (Sturgeon Lake)	\$ 30,000	Central Fence (Isanti)	\$ 30,000
Pizza Pub (Braham)	\$ 32,500	Siya Hotels/Quality Inn (Finlayson)	\$ 60,000
Betabfit Personal Training (Princeton)	\$ 30,000	Hinckley Vet (Hinckley)	\$ 40,000
All Mac (Stacy)	\$ 41,050	Loban Home (Pine City)	\$ 15,000
Cambridge Bar and Grill (Cambridge)	\$ 40,000		

8. **TRANSPORTATION:** Penny Simonsen reported on the following items:

- a. **Transportation Economic Development (TED) Program:** The Minnesota Department of Transportation’s TED provides competitive funding awards to construction projects on state highways that provide measurable economic benefits. The TED application is out and available. A letter of interest was due to the District by June 25, 2021. There is \$10 million available for the entire state and projects apply for up to \$3.5 million with 70-30% match.
- b. **Transportation Alternative (TA) Program:** The Transportation Alternatives Solicitation is a competitive grant opportunity for local communities and regional agencies to fund projects for pedestrian and

bicycle facilities, historic preservation, Safe Routes to School and more. There will be an TA solicitation and a Surface Grant solicitation in all 5 counties this year. Letters of Intent will be due this fall and applications will be due February 2022.

9. **REGIONAL TRANSPORTATION COORDINATION COUNCIL (ECRTCC):** Karen Onan and Ashley Eckdahl reported on the following items:
- d. ECRTCC New Website: The new ECRTCC website is up and running, eastcentraltransit.com. In a region as rural as ours a person's transportation needs might be fulfilled by one provider, or by a combination of two or more. Either way, this website will strive to help citizens navigate the resources needed to find their way.
 - e. Upcoming Marketing Opportunity: We will be sharing a booth with Timber Trails at the Kanabec County July 28th through August 1st. We will be sharing information on the Volunteer Driver Program, regional public and private transit providers, and overall information pertaining to the ECRDC.
10. **ADJOURNMENT:** Chairman Montzka announced the next meeting will be in person at the ECRDC office on August 23, 2021 at 7:00 p.m. Davis moved to adjourn the regular meeting of the ECRDC. Hoefert seconded-motion carried.



Robert L. Voss, Executive Director



Ben Montzka, Chairman